

# Broughton Playing Fields and Village Hall Association

## Conflict of Interest Policy

### Objectives

A Conflict of Interest Policy is essential to the good governance of a Charity, for proper care of funds and to help to ensure public confidence. The purposes of this Policy are to protect the integrity of the organisation's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and committee members.

### Scope

The scope of this Policy includes Trustees, Management Committee members, sub-committee members and volunteers ("Committee Members"), who participate in decision-making for or on behalf of the Broughton Playing Fields and Village Hall Association ("the Charity"). The scope of the interests of Committee Members includes the known personal, professional and business interests of their friends, families, partners, associates and employees as well as their own personal, professional and business interests.

### Conflict of Interest Policy Statement

All Committee Members of Broughton Playing Fields and Village Hall Association will strive at all times to avoid any conflict of interest between the interests of the Charity on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as avoiding the perception of conflicts of interest.

Examples of conflicts of interest might include:

- 1 *A Committee Member that is also a user, who must decide whether fees from users should be increased.*
- 2 *A Committee Member who is related to an actual or potential sub-contractor and there is a decision to be taken relating to that sub-contractor.*
- 3 *A Committee Member who is related to a person that has shares in a business that may be awarded a contract to do work or provide services for the organisation.*

### Implementation

In the course of meetings or activities, each Committee Member will disclose any relevant interests in a transaction or decision where there may be a potential conflict between the best interests of the Charity and the interests of the Committee Member, or a conflict between the interests of two organisations, with which the Committee Member is involved.

After such a disclosure, a Committee Member may withdraw or may be asked to leave the room for the discussion and may not be able to take part in the decision nor vote, depending on the judgement of the other Committee Members present at the time.

Any such disclosure and the subsequent actions taken will be noted in the minutes of the Committee meeting.